



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION III
1650 Arch Street
Philadelphia, Pennsylvania 19103-2029

VIA ELECTRONIC MAIL MESSAGE

hadams@bulkchemicals.us and

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

Mr. Harry Adams
President
Bulk Chemicals
1074 Stinson Drive
Reading, Pennsylvania 19605

**Re: Bulk Chemicals Emergency Planning and Community Right-to-Know Act (EPCRA)
Inspection Confirmation**

Dear Mr. Adams:

The purpose of this letter is to confirm that on July 25, 2019 at 9:00 a.m., the U.S. Environmental Protection Agency ("EPA") will conduct an inspection of the Bulk Chemicals facility located at 809 Mohrsville Road in Shoemakersville, Pennsylvania (the "Facility"). The inspection meeting will take place at 1074 Stinson Drive in Reading, Pennsylvania. This inspection will be conducted pursuant to the Emergency Planning and Community Right-to-Know Act ("EPCRA") and the Comprehensive Environmental Response, Compensation, and Liability Act ("CERCLA"). EPA's primary focus during this inspection will be to gather information regarding compliance with Section 304 of EPCRA and Section 103 of CERCLA about a release involving nitric acid which occurred on June 9, 2019. Information regarding the Bulk Chemicals facility's compliance with Sections 302, 303, 311, and 312 of EPCRA will also be reviewed with facility representatives during this inspection.

The inspection will be conducted by Cherokee Nation Assurance, LLC ("CNA"), a contractor to EPA under the Enforcement Support Services and Community Involvement Support Contract, EP-S3-14-01. CNA is designated by the Administrator of the U. S. EPA to conduct inspections pursuant to EPCRA and CERCLA. CNA representatives are authorized to have access to Confidential Business Information and have signed a Non-Disclosure Agreement regarding such information.

The scope of the inspection may include, but is not limited to: reviewing and obtaining copies of documents and records, interviewing and taking statements, taking samples and photographs, and any other inspection activities necessary to gather information relative to compliance with EPCRA for the Bulk Chemicals facility located in Shoemakersville, Pennsylvania.



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The inspectors will review and may obtain copies of the following documents:

- Calendar years 2016, 2017 and 2018 on-site inventories of all chemical substances and mixtures used, stored, processed and/or manufactured at the Facility. Include, in this summary, chemical names with Chemical Abstracts Service ("CAS") number and maximum quantities on-hand at any one time.
- A copy of the notifications to the State Emergency Response Commission ("SERC"), or the Local Emergency Planning Committee ("LEPC"), indicating that an Extremely Hazardous Substance ("EHS") is stored in quantities equal to or greater than the Threshold Planning Quantity ("TPQ"), as required by EPCRA §302.
- A copy of any correspondence to the SERC, or the LEPC, verifying an identified Facility Emergency Coordinator ("FEC"), as required by EPCRA §303.
- Copies of Material Safety Data Sheets ("MSDSs"), or the list of MSDS chemicals, the Facility submitted to the appropriate SERC, LEPC, and local Fire Department for those chemicals present in quantities which meet or exceed the applicable TPQ or threshold level, as required by EPCRA §311.
- Copies of Tier II Report forms submitted to the appropriate SERC, LEPC, and local fire department for those chemicals subject to EPCRA §311 at the Facility during calendar years 2016, 2017, and 2018, as required by EPCRA §312.
- Any Federal or State permits under which the release may have been covered, including permitted levels of emissions.
- Any continuous release reports for CERCLA §103(f) under which the release may have been covered.
- Copies of any information regarding the reported release. Information may include, but is not limited to, incident reports, follow-up reports, and analytical data, monitoring data, documentation generated as a result of the release investigations and physical materials related to the release (i.e. valves, piping and/or other equipment associated with each release). Please have facility personnel provide a clear timeline of events for the release.

To facilitate the inspection process and minimize the time the inspectors need to be at the Facility, please have these documents ready at the time of the inspection. In addition, please have available a site plan or facility diagram, as well as a written general description of your business operations including: Standard Industrial Classification ("SIC") Code; North American Industry Classification System ("NAICS") Code; year business began operations; year and state

of incorporation; calendar year 2018 estimated annual revenue; number of employees; branch locations; headquarters or parent offices; and company officials (*e.g.*, President, CEO, Plant or Branch Managers). Please provide this information on company letterhead or other documentation which clearly indicates your company name, address, city, and state.

You may, if appropriate, pursuant to the procedures set forth at **40 C.F.R. § 2.203(b)**, assert a business confidentiality claim covering all or part of the information requested above. Information covered by such a claim will be handled by EPA in accordance with the procedures set forth in **40 C.F.R. Part 2, Subpart B**. If no claim of confidentiality accompanies the information requested herein when it is received by EPA, it may be made available to the public by EPA without further notice to the company.

On April 11, 2000, EPA issued its revised final "Small Business Compliance Policy". This policy implements, in part, the Executive Memorandum of Regulatory Reform (60 Federal Register 20261, April 26, 1995) and Section 323 of the Small Business Regulatory Enforcement Fairness Act ("SBREFA"). Attached with this letter you will also find a SBREFA Information Sheet which will provide you with a variety of compliance assistance tools to assist you in complying with federal and state environmental laws. In addition, EPA has an informative website for Small Business Compliance and Enforcement, including the SBREFA Information Sheet, at: <https://www.epa.gov/compliance/small-business-compliance>

If at all possible, please provide the inspectors with a convenient location (*e.g.*, office, conference room) to conduct the inspection and complete their paperwork. The inspectors may need to have access to a telephone. Please also be prepared to have a knowledgeable operations/maintenance facility representative available to accompany the inspectors on a tour of the Facility.

The inspectors will provide you with a partial list of chemicals subject to SARA Title III, a guide to SARA Title III, and instructions to assist you in preparing documents necessary to determine compliance.

If you have any questions, or if for security or clearance reasons you need any additional information pertinent to the individuals who will be conducting the subject inspection, please contact me at (215) 814-2923.

Sincerely,



Theresa R. Gallagher, EPCRA Coordinator
Oil and Prevention Enforcement Section
Enforcement and Compliance Assurance Division

Attachments:

Recommended format for on-site inventories

EPCRA Fact Sheets

SBREFA Information Sheet

cc: Case File (03-PA-2019-019)

(b) (4)(b) (4) (Enforcement Support Specialist II, CNA, LLC)

Mr. Michael Manley (Emergency Management Specialist, PEMA)

Ms. Carol B. Freeman (Administrative Officer, Pennsafe Program)

Attachment 1

Recommended format for on-site inventories

Please provide a list of all the hazardous chemicals, mixtures, and/or EHSs that you had on-site during calendar years 2016, 2017, and 2018, and for which the Occupational Safety and Health Administration (“OSHA”) requires that you have a Material Safety Data Sheet (“MSDS”). Please provide quantities for each of these substances for each year as well. Mixtures should be broken down into components by percentages. Include the Chemical Abstracts Service (“CAS”) numbers (if available) for all hazardous chemicals. The table below lists examples and a recommended format.

CHEMICAL FROM ALL PRODUCTS ON-SITE	% COMPOSITION	CAS NUMBER	2016 MAX AMT (LBS.)	2017 MAX AMT (LBS.)	2018 MAX AMT (LBS.)
Pure Chemical OR Chemical Name from product					
Sulfuric acid	100%	7664-93-9	12,500 (total)	12,000 (total)	13,000 (total)
Xylene from yellow paint #2 from degreaser A12 pure	25% 35% 100%	1330-20-7	25,500 (total) 8,000 8,500 9,000	22,000 (total) 9,000 8,400 4,600	13,300 (total) 7,150 2,150 4,000
Toluene from degreaser A12 from yellow paint #2 from orange paint #5 pure	50% 20% 5% 100%	108-88-3	35,600 (total) 9,300 9,200 8,100 9,000	37,000 (total) 9,300 9,200 8,100 10,400	37,000 (total) 9,300 9,200 8,100 10,400

The Emergency Planning and Community Right-to-Know Act

On December 4, 1984, methyl isocyanate, an extremely toxic chemical escaped from a Union Carbide chemical plant in Bhopal, India. Thousands died and many more were injured. Some suffered permanent disabilities. Approximately six months later, a similar incident occurred at the Institute, West Virginia. These two events raised concern about local preparedness for chemical emergencies and the availability of information on hazardous chemicals.

In response to these concerns, Congress passed the Emergency Planning and Community Right-to-Know Act (EPCRA) in 1986. EPCRA establishes requirements for federal, state and local governments, Indian tribes, and industry regarding emergency planning and "Community Right-to-Know" reporting on hazardous and toxic chemicals. The Community Right-to-Know provisions help increase public's knowledge and access to information on chemicals at individual facilities, their uses, and releases into the environment. States and communities, working with facilities, can use the information to improve chemical safety and protect public health and the environment.

What Are SERCs, TERCS, and LEPCs?

The Governor of each state designated a State Emergency Response Commission (SERC). The SERCs, in turn, designated about 3,500 local emergency planning districts and appointed Local Emergency Planning Committees (LEPCs) for each district. The SERC supervises and coordinates the activities of the LEPC, establishes procedures for receiving and processing public requests for information collected under EPCRA, and reviews local emergency response plans.

The Chief Executive Office of the Tribe appoints the Tribal Emergency Response Commissions (TERCs). TERCs have the same responsibilities as the SERCs.

The LEPC membership must include, at a minimum, local officials including police, fire, civil defense, public health, transportation, and environmental professionals, as well as representatives of facilities subject to the emergency planning requirements, community groups, and the media. The LEPCs must develop an emergency response plan, review it at least annually, and provide information about chemicals in the community to citizens.

What Does EPCRA Cover?

EPCRA has four major provisions:

- Emergency planning (sections 301-303),
- Emergency release notification (section 304),
- Hazardous chemical storage reporting requirements (sections 311-312), and
- Toxic chemical release inventory (section 313).

Information collected from these four requirements helps states and communities develop a broad perspective of chemical hazards for the entire community, as well as for individual

facilities. Regulations implementing EPCRA are codified in Title 40 of the Code of Federal Regulations, parts 350 to 372. The chemicals covered by each of the sections are different, as are the quantities that trigger reporting. Table 1 summarizes the chemicals and thresholds.

What Are Emergency Response Plans (Sections 301-303)?

Emergency Response plans contain information that community officials can use at the time of a chemical accident. Community emergency response plans for chemical accidents were developed under section 303. LEPCs are required to update these plans annually. The plans must:

- Identify facilities and transportation routes of extremely hazardous substances;
- Describe emergency response procedures, on and off site;
- Designate a community coordinator and facility coordinator(s) to implement the plan;
- Outline emergency notification procedures;
- Describe how to determine the probable affected area and population by releases;
- Describe local emergency equipment and facilities and the persons responsible for them;
- Outline evacuation plans;
- Provide a training program for emergency responders (including schedules); and,
- Provide methods and schedules for exercising emergency response plans.

Planning activities of LEPCs and facilities initially focused on, but were not limited to, the 406 extremely hazardous substances (EHSs) listed by EPA in 1987 (now currently 355 chemicals). The list includes the threshold planning quantities (minimum limits) for each substance. Any facility that has EHS at or above its threshold planning quantity must notify the State Emergency Response Commission (SERC) or the Tribal Emergency Response Commission (TERC) and Local Emergency Planning Committee (LEPC) within 60 days after they first receive a shipment or produce the substance on site.

What Are the Emergency Notification Requirements (Section 304)?

Facilities must immediately notify the LEPC and the SERC or the TERC if there is a release into the environment of a hazardous substance that is equal to or exceeds the minimum reportable quantity set in the regulations. This requirement covers the 355 extremely hazardous substances, as well as the more than 700 hazardous substances subject to the emergency notification requirements under CERCLA section 103(a)(40 CFR 302.4). Some chemicals are common to both lists. Initial notification can be made by telephone, radio, or in person. Emergency notification requirements involving transportation incidents can be met by dialing 911, or in the absence of a 911 emergency number, calling the operator. This emergency notification needs to include:

- The chemical name;
- An indication of whether it is an extremely hazardous substance;
- An estimate of the quantity released into the environment;
- The time and duration of the release;
- Whether the release occurred into air, water, and/or land;
- Any known or anticipated acute or chronic health risks associated with the emergency, and where necessary, advice regarding medical attention for exposed individuals;
- Proper precautions, such as evacuation or sheltering in place; and,
- Name and telephone number of contact person.

A written follow-up notice must be submitted to the SERC or the TERC and LEPC as soon as practicable after the release. The follow-up notice must update information included in the initial notice and provide information on actual response actions taken and advice regarding medical attention necessary for citizens exposed.

What Are the Community Right-to-know Requirements (Sections 311 and 312)?

Under Occupational Safety and Health Administration (OSHA) regulations, employers must maintain a material safety data sheet (MSDS) for any hazardous chemicals stored or used in the work place. Approximately 500,000 products are required to have MSDSs.

Section 311 requires facilities that have MSDSs for chemicals held above certain threshold quantities to submit either copies of their MSDSs or a list of these chemicals to the SERC or TERC, LEPC, and local fire department. If the facility owner or operator chooses to submit a list of chemicals, the list must include the chemical or common name of each substance and must identify the applicable hazard categories. These hazard categories are:

Physical Hazards	Health Hazards
Flammable (gases, aerosols, liquids, or solids)	Carcinogenicity
Gas under pressure	Acute toxicity (any route of exposure)
Explosive	Reproductive toxicity
Self-heating	Skin Corrosion or Irritation
Pyrophoric (liquid or solid)	Respiratory or Skin Sensitization
Oxidizer (liquid, solid, or gas)	Serious eye damage or eye irritation
Organic peroxide	Specific target organ toxicity (single or repeated exposure)
Self-reactive	Germ cell mutagenicity
In contact with water emits flammable gas	Aspiration Hazard
Corrosive to metal	Hazard Not Otherwise Classified (HNOC)
Hazard Not Otherwise Classified (HNOC)	

If a list is submitted, the facility must submit a copy of the MSDSs for any chemical on the list upon request by the LEPC.

Facilities that start using a hazardous chemical or increase the quantity to exceed the thresholds must submit MSDSs or a list of MSDSs chemicals within three months after they become covered. Facilities must provide a revised MSDS to update the original MSDS or list if significant new information is discovered about the hazardous chemical.

Facilities covered by section 311 must submit annually an Emergency and Hazardous Chemical Inventory Form to the LEPC, the SERC or the TERC, and the local fire department as required under section 312. Facilities provide either a Tier I or Tier II inventory form. Tier I inventory form include the following aggregate information for each applicable hazard category:

- An estimate (in ranges) of the maximum amount of hazardous chemicals for each category present at the facility at any time during the preceding calendar year;
- An estimate (in ranges) of the average daily amount of hazardous chemicals in each category; and,

- The general location of hazardous chemicals in each category. The Tier II inventory form contains basically the same information as the Tier I, but it must list the specific chemicals. Tier II inventory form provide the following information for each chemical:
- The chemical name or the common name as indicated on the MSDS;
- An estimate (in ranges) of the maximum amount of the chemical present at any time during the preceding calendar year and the average daily amount;
- A brief description of the manner of storage of the chemical;
- The location of the chemical at the facility; and
- An indication of whether the owner elects to withhold location information from disclosure to the public.

Many states now require Tier II inventory form or the state equivalent including electronic reporting under state law. Section 312 information must be submitted on or before March 1 each year for information on chemicals present at the facility in the previous year. The information submitted under sections 311 and 312 is available to the public from LEPCs and SERCs or TERCs.

What is the Toxics Release Inventory (Section 313)?

Section 313 of EPCRA established the Toxics Release Inventory. TRI tracks the management of certain toxic chemicals that pose a threat to human health and the environment. Facilities in different industry sectors must annually report how much of each chemical they managed through recycling, energy recovery, treatment and environmental releases. TRI reporting forms must be submitted to EPA and the appropriate state or tribe by July 1 of each year. These forms cover environmental releases and other management of toxic chemicals that occurred during the previous calendar year.

The information submitted by facilities is compiled in the Toxics Release Inventory and made available to the public through the TRI website: <https://www.epa.gov/toxics-release-inventory-tri-program>. TRI helps support informed decision-making by industry, government, non-governmental organizations and the public. TRI includes information about:

- On-site releases (including disposal) of toxic chemicals to air, surface water and land;
- On-site recycling, treatment and energy recovery associated with TRI chemicals;
- Off-site transfers of toxic chemicals from TRI facilities to other locations;
- Pollution prevention activities at facilities;
- Releases of lead, mercury, dioxin and other persistent, bioaccumulative and toxic (PBT) chemicals; and
- Facilities in a variety of industry sectors (including manufacturing, metal mining and electric power generation) and some federal facilities.

A complete list of covered facility sectors is available online: <https://www.epa.gov/toxics-release-inventory-tri-program/my-facilitys-six-digit-code-tri-coverd-industry>

Some of the ways TRI data can be used include:

- Identifying sources of toxic chemical releases;
- Beginning to analyze potential toxic chemical hazards to human health and the environment; and
- Encouraging pollution prevention at facilities.

Table 1: EPCRA Chemicals and Reporting Thresholds

Chemicals Covered	Section 302	Section 304	Sections 311/312	Section 313
	355 Extremely Hazardous Substances	>1,000 substances	Approximately 800,000 hazardous chemicals	> 650 Toxic Chemicals and categories
Thresholds	Threshold Planning Quantity 1-10,000 pounds on site at any one time	Reportable quantity, 1-5,000 pounds, released in a 24-hour period	500 pounds or TPQ whichever is less for EHSs; gasoline greater than or equal to 75,000 gallons (all grades combined)*; diesel greater than or equal to 100,000 gallons (all grades combined)*; 10,000 pounds for all other hazardous chemicals	25,000 pounds per year manufactured or processed; 10,000 pounds a year otherwise used; persistent bioaccumulative toxics have lower thresholds

*These thresholds are only applicable for gasoline and diesel present at retail gas stations in tank(s) entirely underground and was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements at 40 CFR part 280 or requirements of the state UST program approved by the Agency under 40 CFR part 281.

What Else Does EPCRA Require?

Trade Secrets. EPCRA section 322 allows facilities to file trade secrets in their reports under EPCRA sections 303, 311, 312, and 313. Only the specific chemical identity may be claimed as a trade secret, though a generic class for the chemical must be provided. The criteria a facility must meet to claim a chemical identity as a trade secret are in 40 CFR part 350. A facility cannot claim trade secrets under EPCRA section 304.

Even if specific chemical identity information can be legally withheld from the public, EPCRA section 323 allows the information to be disclosed to health professionals who need the information for diagnostic and treatment purposes or local health officials who need the information for prevention and treatment. In non-emergency cases, the health professional must sign a confidentiality agreement with the facility and provide a written statement of need. During a medical emergency, the health professional may obtain the specific chemical identity from the facility for treatment.

Any person may challenge trade secret claims by petitioning EPA. The Agency must then review the claim and rule on its validity.

EPCRA Penalties. EPCRA section 325 allows for civil and administrative penalties ranging from up to \$21,916 - \$164,367¹ per violation per day when facilities fail to comply with the reporting requirements. Criminal penalties up to \$50,000 or five years in prison apply to any person who knowingly and willfully fails to provide emergency release notification. Penalties of not more than \$20,000 and/or up to one year in prison apply to any person who knowingly and willfully discloses any information entitled to protection as a trade secret.

Citizens Suits. EPCRA section 326 allows citizens to initiate civil actions against EPA, SERCs, and the owner or operator of a facility for failure to meet the EPCRA requirements. A SERC or TERC, LEPC, and state or local government may institute actions against facility owner or operator for failure to comply with EPCRA requirements. In addition, states may sue EPA for failure to provide trade secret information.

Reporting Schedules Section

- 302** One-time notification to SERC/TERC and LEPC.
- 304** Each time a release above a reportable quantity of an EHS or CERCLA Hazardous Substance occurs to LEPC and SERC or TERC.
- 311** One-time submission of MSDS or list of hazardous chemicals. An update is required for new chemicals or new information about chemicals already submitted to the SERC or TERC, LEPC, and the fire department with jurisdiction over the facility.
- 312** Annually, by March 1 to SERC or TERC, LEPC, and the fire department with jurisdiction over the facility.
- 313** Annually, by July 1, to EPA, states and tribes.

Where Can You Find EPCRA Information?

Regulations, policy memorandums, answers to frequently asked questions related to EPCRA sections 301 to 312 can be obtained from: <https://www.epa.gov/epcra>
MSDSs, hazardous chemical inventory forms, follow-up emergency notices, and the emergency response plan are available from the SERC or the TERC and LEPC.

EPA has compiled a list of all chemicals covered under these regulations into a single list and published them as Consolidated List of Lists, which is available at: <https://www.epa.gov/epcra/epcracerclacaa-ss112r-consolidated-list-lists-march-2015-version>

Each year, EPA publishes the TRI National Analysis, a report summarizing the most recent TRI data. TRI data are available through a variety of online tools and applications at <https://www.epa.gov/toxics-release-inventory-tri-program/tri-data-and-tools>. Users can search TRI data by year, facility name, geographic location, chemical of interest and industry sector.

¹ The penalty amounts described have been adjusted by the 2017 Civil Monetary Penalty Inflation Adjustment Rule, mandated by the 2015 amendments to the Federal Civil Penalty Inflation Adjustment Act, 28 U.S.C. § 2461 note, Pub. L. 114-74 (see <https://www.congress.gov/114/plaws/publ74/PLAW-114publ74.pdf>). See also 81 Fed. Reg. 43,091 (July 1, 2016).

Initial emergency release notifications made to the National Response Center or EPA are available online: <http://nrc.uscg.mil>

A list of SERCs is available online: <https://www.epa.gov/epcra/state-emergency-response-commissions-contacts>

For information on chemical emergency preparedness and prevention in Indian country, visit: <https://www.epa.gov/rmp/chemical-emergency-preparedness-and-prevention-indian-country>

Are There Other Laws That Provide Similar Information?

The Oil Pollution Act (OPA) of 1990 includes national planning and preparedness provisions for oil spills that are similar to EPCRA provisions for extremely hazardous substances. Plans are developed at the local, state and federal levels. The OPA plans offer an opportunity for LEPCs to coordinate their plans with area and facility oil spill plans covering the same geographical area.

The 1990 Clean Air Act Amendments require the EPA and OSHA to issue regulations for chemical accident prevention. Facilities that have certain chemicals above specified threshold quantities are required to develop a risk management program to identify and evaluate hazards and manage those hazards safely. Facilities subject to EPA's Chemical Accident Prevention regulations must submit a risk management plan (RMP) summarizing its program.

For More Information

Contact the EPCRA, RMP & Oil Information Center: 800-424-9346 or 703-348-5070 in the Metropolitan DC area
Monday - Friday, 10:00 AM to 5:00 PM, EST

For EPA EPCRA Regional contacts, visit: <https://www.epa.gov/epcra/epa-regional-epcrrmp-contacts>

For more information about the TRI Program, visit: <https://www.epa.gov/toxics-release-inventory-tri-program>



Small Business Compliance

[EPA Announces Renewed Emphasis on Self-Disclosed Violation Policies](#) (3pp, 138K, [About PDF](#)) (5/15/2018)

On May 15, 2018, EPA announced a renewed emphasis on encouraging regulated entities to voluntarily discover, promptly disclose, expeditiously correct, and take steps to prevent recurrence of environmental violations. Specifically, EPA is taking steps to enhance and promote: (a) its already highly successful online “eDisclosure” program; (b) the additional flexibility available to new owners who self-disclose violations; and (c) opportunities to increase compliance through use of existing self-disclosure policies or tailored audit programs.

To encourage the continued and expanded use of these self-disclosure tools, EPA:

- clarified several features of its self-disclosure policies in response to some common misconceptions in the regulated community. See [Refresh statement](#);
- plans to supplement its [2015 eDisclosure FAQs](#), its [2007 Audit Policy Frequently Asked Questions \(FAQs\)](#), and the [1997 Audit Policy Interpretive Guidance](#) to address a number of additional issues that the regulated community has raised to EPA;
- is expanding its outreach and education efforts to the regulated community and other stakeholders concerning its New Owner Policy, and will supplement its New Owner FAQs and/or interpretive guidance as needed to address interpretive issues that arise during such efforts; and
- is developing a [New Owner Clean Air Act Audit Program](#) tailored to the oil and natural gas sector and focused on, at a minimum, tank battery vapor control systems, designed to help new owners to achieve prompt and cost-effective return to compliance.

[Notice of eDisclosure Portal Launch: Modernizing Implementation of EPA’s Self-Policing Incentive Policies](#) (6 pp, 267K, [About PDF](#)) (12/9/2015)

On December 9, 2015, EPA announced that it is modernizing implementation of its violation self-disclosure policies by creating a centralized web-based “*eDisclosure*” portal to receive and automatically process self-disclosed civil violations of environmental law. Under the automated system, large and small businesses will quickly be able to get some of their more routine types of disclosures resolved.

[The Small Business Compliance Policy](#) (5 pp, 256K, [About PDF](#)) promotes environmental compliance among small businesses (those with 100 or fewer employees) by providing incentives to discover and correct environmental problems. EPA will eliminate or significantly reduce penalties for small businesses that voluntarily discover violations of environmental law and promptly disclose and

correct them. This Policy implements section 223 of the Small Business Regulatory Enforcement Fairness Act of 1996. ([Additional Small Business Regulatory Enforcement Fairness Act Information](#)).

Making a Voluntary Disclosure under EPA's Small Business Compliance Policy

An entity has 21 days from the time it discovers that a violation has, or may have, occurred to disclose the violation in writing to EPA. Discovery is when any officer, director, employee or agent of the facility has an objectively reasonable basis for believing that a violation has, or may have occurred. Entities must make their disclosures to EPA through the eDisclosure system.

A wide range of resources are available to help small businesses learn about environmental compliance and take advantage of the Small Business Compliance Policy. These resources include:

- [EPA Small Business Resources Information Sheet](#), training, checklists, compliance guides, mentoring programs and other activities.
- Businesses with more than 100 employees may be eligible for the Policy on Incentives for Self-Policing, known as the [Audit Policy](#), which also provides potential penalty reductions for voluntary discovery disclosure and correction of environmental violations.

Businesses can find more information through these Web-based resources:

- [EPA's Small Business Ombudsman's office](#) serves as a conduit for small businesses to access EPA and facilitates communications between the small business community and the Agency. The Office reviews and resolves disputes with EPA and works with EPA personnel to increase their understanding of small businesses in the development and enforcement of environmental regulations.
- [Compliance Assistance Centers](#) address real world issues in plain language. Through Web sites, telephone assistance lines, fax-back systems and e-mail discussion groups, the Centers help businesses, local governments and federal facilities understand federal environmental requirements and save money through pollution prevention techniques.